



Department of Development Services – West Region  
JOB OPPORTUNITY  
**SUPERVISING DEVELOPMENTAL SERVICES WORKER**  
Ella Grasso Center - Stratford

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** DDS Agency Employees Only

**Position:** Supervising Developmental Services Worker

**Location:** Individual Home Supports (IHS) & Unit E - Ella Grasso Center – Stratford

**Job Posting No:** 018482

**Hours:** 1<sup>st</sup> Shift ~  
Friday, Monday, Tuesday, Wednesday, Thursday 8:30am – 4:00pm; Regular Days Off Saturday, Sunday. Must be flexible with the schedule to meet the needs of the consumers.

**Salary:** \$1,924.22 – \$2,553.68/bi-weekly

**Closing Date:** August 11, 2014

**Examples of Duties:** Duties consistent with the Supervising Developmental Services Worker1 job specification. Assigns work and evaluates staff performance, assists in development of policies, programs and operational procedures; directs implementation of these policies, programs and procedures in accordance with state and federal regulations and needs of consumers that reside in their own homes in the community and within EGC Unit E; arranges for fire drills and safety inspections; supervises staff by directing and advising them on work, reviewing reports and conferring with them on daily operational, disciplinary and special problems; arranges for and coordinates provision of appropriate supportive care services such as housekeeping, dietary, maintenance and laundry; secures and distributes supplies and equipment for consumers personal needs; arranges for consumer transportation; monitors consumer fund spending; assists in developing responses to surveys and inspections; coordinates, evaluates and may participate in consumer care program within the community and within the ICF setting, including assisting consumers with personal care as needed and treatment of consumers; may provide orientation and in-service training to subordinate staff; may complete and review for accuracy a variety of reports, notes, logs and requisitions, etc.; may design and write programs; may attend interdisciplinary team and administrative meetings; may coordinate community support services for consumer. This position provides supervision to the Independent Home Supports and ICF Unit E for Ella Grasso Center. Ensures DDS Policies, West Region protocols, individual levels of supervision, individualized programs and guidelines are being implemented on a regular basis. Ensures all staff are in compliance with work rules and trainings. Performs other related duties as needed.

**Knowledge, Skills and Abilities:** Considerable knowledge of modern methods of working with persons with intellectual disabilities; considerable knowledge of goals, policies and organization of a residential living unit; considerable knowledge of rehabilitative and interdisciplinary process; knowledge of support services provided in residential care such as housekeeping, dietary, maintenance and laundry; considerable interpersonal skills; ability to implement policies and operational procedures; supervisory ability.

**General Experience:** One (1) year experience working with persons with intellectual or other developmental disabilities at the level of Developmental Services Worker 2.

**Special Requirements:** Must possess and retain a valid Connecticut Motor Vehicle Operator's license, Public Passenger Endorsement or Commercial Driver's license for designated positions. Incumbent in this class will be required to travel. Public Service Endorsement required within four (4) months of transfer. Applicants must be current in all DDS required

training. Applicants must possess or be able to obtain Medication Administration, CPR certification. Proficiency with computer programs such as Excel, Word and Access required.

**Physical Requirements:** Incumbents in this class must possess physical and emotional health for efficient performance of duties. Applicants may be required to take a physical examination.

**Working Conditions:** Incumbents in this class may be required to lift and restrain consumers; may have significant exposure to communicable and/or infectious diseases and to risk of injury from assaultive and/or abusive consumers and may be exposed to strongly disagreeable conditions.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DDS Employees Classification Series:** Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

**Application Procedure for All Other Applicants:** Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at [www.das.state.ct.us/exam](http://www.das.state.ct.us/exam). Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

**All application materials must be received by 11:59 p.m. on the closing date indicated above.**

**Incomplete application material will not be considered.**

**Send application materials to:**

**Department of Developmental Services — West Region  
Rowland Government Center, 4<sup>th</sup> Floor  
55 West Main Street  
Waterbury, CT 06702  
Attn: Yolette Tappin  
Fax: 203-574-8857**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.